

Special Programs

Special Employment

Laboratory
Associates

POLICY:

- .01 Retired Laboratory employees whose services are subsequently required to transfer knowledge and expertise to nonretiring employees or to permit retirees to complete short-term Laboratory work that was in progress at the time of retirement are rehired as Laboratory Associates. Associates must not be retained to perform routine or ongoing work.

Authority

- .02 The Staffing Group in the Human Resources Division (HR-5 Staff) coordinates the hiring of Laboratory Associates. The cognizant Division/Program Director approves initial hires. Renewal of appointments must be justified to a Laboratorywide committee.

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PROCEDURES:

These procedures effective until further notice.

**Background and
Information**

- .03 **Eligibility** — To be eligible, an individual must have terminated from the Laboratory and be receiving retirement benefits from the Public Employees' Retirement System (PERS) or the University of California Retirement Plan (UCRP).
- NOTE:** The University of California requires that a retiree not be reemployed by the Laboratory until the retiree has actually received the first retirement payment or has had a break in service of at least 90 days, whichever occurs first.
- .04 **Ineligibility** — Former employees who are on full medical disability, who have resigned in lieu of termination for cause, or who were terminated for cause are not eligible for the Laboratory Associate

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Program. Former employees who retired after being terminated because of a reduction-in-force (RIF) are not eligible until the number of weeks for which they received severance payments has elapsed.

- .05 ***Length of Appointment*** — Associates receive initial short- or limited-term appointments of 1 year or less. A Laboratorywide committee grants renewals of appointments in exceptional circumstances only.
- .06 ***Limitations on Service*** — Associates are hired as casual employees and may not work more than 832 hours if nonexempt or 104 days if exempt in any consecutive 12-month period, calculated on a running basis. At any given time, the amount of time an Associate may work is the limitation (832 hours or 104 days) minus the amount of time worked since either the first day of work as an Associate or the beginning of the immediately preceding 12-month period, whichever is later. Both managers and Associates are responsible for ensuring that the limit is not exceeded.
- .07 The terms of retirement incentives offered by the University of California or the State of California may affect the ability of a retiree to participate in this program. If required by a retirement incentive, additional conditions, including limitations on length of appointment, paid service, or salary or special approvals, may be imposed on this program. Participants in these incentives are bound by the terms of the incentive.
- .08 Employees may not volunteer in the same area of duties for which they are paid to work. Retirees who wish to donate their time to the Laboratory should return as Laboratory Guests and not in a paid category such as Laboratory Associate; see [AM 1203](#), *Guest Scientists*.
- Employment Procedures** .09 ***Advertising*** — The requirement for advertising the position is automatically waived for Associate positions.
- .10 ***Salary*** — The salary offer is based on 85% of the annual full-time equivalent salary of the Associate

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at the time of termination. Laboratory Associates are not eligible for salary increases.

- .11 ***New-Hire Requirements*** — The new-hire physical is waived for Associates who are hired within 1 year of completing their Laboratory retirement physical. Retirees rehired as Laboratory Associates must complete General Employee Training (GET) or have the training waived by “testing out” at the time of hire unless GET was completed at some time before retirement.
- .12 ***Access Authorization*** — Hiring officials may request clearances for Associates when required.

SUPPLEMENTARY INFORMATION:

Performance Assessments

- .13 Performance assessments are not required for Laboratory Associates.

Benefits

- .14 Associates should contact the Compensation & Benefits Group (HR-1 C&B) in the Human Resources (HR) Division with questions about contributions to UCRP’s defined contribution plan. Associates are also eligible to participate in the tax- deferred 403(b) savings plan. Associates retain eligibility for their regular annuitant benefits.

Travel

- .15 Associates who live more than 50 miles from Los Alamos are eligible for travel and subsistence en route to and from Los Alamos and for lodging and per diem during the time spent in Los Alamos to perform job duties. Travel is reimbursed according to Laboratory travel policy. All travel costs are paid by the sponsoring organization.

Termination

- .16 Associates must complete the normal Laboratory termination process at the end of their appointments.